

10077

MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Revision of Form No. 540, Travel Order

REFERENCE : Your memorandum to this Office dated
1 July 1958, Same Subject

1. The referenced memorandum submitted the subject Form to this Office for concurrence.

2. A review reveals that certain revisions are essential, namely:

a. Place the box captioned "Estimated Cost" underneath the Travel Order No. box and divide the box to show (1) "Estimated Cost of Travel" and (2) "Estimated Cost for Shipment of Effects." These changes were requested by budget and fiscal officers for their convenience in processing; the separate estimates are required because different allotment accounts are involved.

b. Place the boxes relating to "Certification of Availability of Funds" underneath the "Estimated Cost" box and provide typing space in the box "Charge Allotment No." for two lines of 18 figures each, or 3/8" high x 1 1/2" wide.

c. Change the caption of the box "Grade" to "Grade or Rank." When travel involves military personnel, the rank is shown in lieu of the GS grade. The insertion of a military title will also serve as a flag to route the travel order to the Military Personnel Division for review.

d. Following the statement in italics "You are authorized to travel and incur etc." add, "This travel, or change of official station if so designated, is made in the interest of the Organization and not for your personal convenience." This change will obviate the necessity for each travel reimbursement voucher to contain a certification to the effect indicated.

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e. Eliminate the vertical and horizontal lines, and the headings "From", "To", "Mode", and "Purpose" appearing under "Itinerary." Head the resultant blank space in the upper left corner, "Itinerary, Mode of Travel, and Purpose (Indicate the mode applicable to each segment of itinerary when varying modes of travel are authorized)". This change will permit more flexibility in the preparation of the travel order.

f. Eliminate the box captioned "Other (Specify)" under "Per Diem Allowance - Foreign" inasmuch as insufficient space is provided to indicate the alternative to be applied. Any deviation from the maximum will be stated in the space captioned "Allowances and Special Provisions with Reasons".

g. The boxes provided for "Certification (Central Processing)" and "Remarks" may be eliminated. This Office has discussed with CPB the proposal to eliminate the provision for certification by that Office. The certification was originally requested by the Comptroller when copies of travel orders were routed to this Office with illegible authorizing signatures. Procedure has since been revised to route the original order to this Office, consequently the certification is not necessary and CPB concurs.

h. This Office requires information relative to the procurement of transportation which can be provided by a box headed "Procure Transportation By" with two sub-captions to be appropriately checked, "Trans. Request" and "Cash".

i. A box should be provided to furnish information relative to an advance of funds with the caption "Advance of Funds Requested" and sub-captions to be appropriately checked "Yes" and "No" and an additional sub-caption to read "Due Date for Accounting".

j. Space should be provided to denote that travel orders of military personnel have been reviewed by the Military Personnel Division. Insert a box headed "Travel of Military Personnel" and provide spaces to record:

- (1) Signature of reviewing official
- (2) Title
- (3) Date

3. Proposed [REDACTED] Travel Orders, now undergoing final revision in this Office, will refer in particular to the requirements stated in 2a, 2e, 2f, 2h, 2i, and 2j. The regulations will carry Form No. 540 as an attachment. Accordingly, the proposed revision should be expedited to permit concurrent issuance of each.

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E. R. SAUNDERS
Comptroller

TAS/ELM/mla(16 July 1958)

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